



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

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	Revision Date: 09/04/01; 06/12/06
Signature: /s/ Ron Alsbury	Effective Date: 06/01/00

I. BUREAU DIRECTIVE: Probation and Parole Bureau employees will follow established guidelines for disclosure of health information and exposure to infectious diseases.

II. AUTHORITY:

DOC 1.3.3 Workmans' Compensation

DOC 1.3.35 Blood Borne Pathogens Exposure Control Plan and Hepatitis B Immunization

III. DEFINITIONS:

Communicable or infectious disease is defined as a disease that can be transferred from one individual to another by direct or indirect contact.

IV. PROCEDURES:

A. Disclosure of offender communicable disease

By reason of Montana state statutes, officers are unlikely to be aware of offenders having a communicable disease unless the offender informs the officer of this privileged medical information.

When an officer is aware of an offender having a validated communicable disease, the information may be disclosed when the offender authorizes the officer to disclose the details. To be valid, a disclosure authorization must:

1. Be in writing, dated and signed by the offender;
2. Identify the nature of the information to be disclosed, and
3. Identify the person(s) to whom the information is to be disclosed.

Disclosure of offender Communicable Disease Information, without the offender's authorization, shall be reviewed with the Probation and Parole Bureau Chief before information is released.

B. Exposure to a communicable disease

When P&P staff believes that they have been exposed to a communicable disease, staff will notify the Regional Administrator and seek medical attention within 48 hours of the exposure. In addition, staff will complete Montana State Fund *First Report*. The employee's portion of the form must be completed and submitted prior to the end of the employee's assigned shift unless precluded by reasonable circumstance. The *First Report* has sections for

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the employee, the supervisor and the Personnel/Payroll Section to complete. The supervisor will be responsible for securing all signatures and completing the sections pertaining to the employee and the supervisor. The supervisor will send the forms the Human Resources Division who will complete the wage section and set up a tracking file for the supervisor. The Human Resources Division will send the form or call the information into the State Fund. The information regarding the injury must be sent into the State Fund within twelve hours of the injury.

V. CLOSING: Questions concerning this procedure shall be directed to the Regional Administrator or Probation and Parole Bureau Chief.

Forms

Montana State Fund

First Report